

## **PERSONNEL DEVELOPMENT SEMINARS (PDS) Request for Proposals (RFP)**

**Course title:** PROJECT MANAGEMENT

**Prerequisites:** None

**Intended audience:** Executives, Managers, Supervisors, Professional/Technical staff

**Overall purpose of course:**

Learn key features and potential problems of project management.

**Topics to include:**

- understanding the difference between project management and other forms of management
- understanding the critical human-resource issues involved in a successful project
- applying key tasks to public-sector projects
- learning the role and responsibilities of project managers
- pre-testing and post-testing

**Suggested delivery methods:**

- lecture
- individual/group activity
- case study
- diverse approaches in teaching to match the different styles of adult learners

**Specific instructor qualifications:**

- knowledge of adult learning principles
- experience training adults
- expertise in subject matter
- experience with government entities

**Course length (contact hours per day):** 2 days (14 hours)

**Estimated number of 2004-2005 Sessions:** 2

**Approximate participants per course:** minimum 14 maximum 24